

Questions and Answers at the 2006 Sacramento and Upland FESG NOFA Workshop

1. For Transitional Housing, do discharged individuals from institutions have to be discharged from an institution in the FESG-eligible county or city?
 - No. The services provided to those individuals have to be provided within an FESG-eligible city or county.
2. Does an applicant need to provide the same information on volunteers as for key staff? Other than duty statement, do you also want “year in this position” and “past experience” etc.?
 - If you are identifying the volunteers as key staff as defined in the application, then yes, you do need the same required information as paid staff.
3. If you have a memorandum of understanding with an agency that comes to your facility to provide medical treatment, can you count them as key staff?
 - You may count them as key staff, however, in order to get the points, you will need to identify those staff and count their experience.
4. Are collaborative grants ok?
 - Yes. However, the application submitted must state what and who will provide what services. The applicant organization will be the grantee and each collaborating entity will be required to enter into an agreement (Service Provider Agreement) with the applicant organization.
5. How are city or county vouchers to be used?
 - The use of city or county vouchers is not an FESG responsibility. FESG vouchers can only be used for emergency shelter of homeless persons at sites that are either in an eligible city or in an eligible county.
6. Is there a strategy for applying for a one year vs. a two year grant?
 - No. You may apply for either. We actually recommend two years.
7. Since a unit of local government applying for FESG funds is not required to complete the Certificate of Local Need, how is local need rated for a unit of local government?
 - You are incorrect. The Certificate of Local Need, Attachment D of the FESG Application, is required of all FESG applicants. This item will be rated.
 - The Certificate of Local Approval is not required of an applicant that is a unit of local government, but is required of all non-profit applicants. This item is not rated.
8. How would mortgage documents indicate bed capacity?

- A mortgage document, such as a deed, would not support the bed capacity issue. Bed capacity should be supported by a floor plan schematic that clearly show the bed placement and number of beds.
9. For Impact and Effectiveness, do you want outcome numbers just for this program or all organizational program numbers?
- Outcome numbers only for the FESG funded program for which you are applying.
10. For Chronically Homeless, will the % asked for correspond to number of points received?
- Not at this time, however, we will be re-reviewing that option. Currently all points or nothing will be awarded, but subject to change before rating begins. In any case, all applicants will be rated under the same guidelines.
11. If you don't have a past FESG grant, are you given the 300 points for Applicant Capability automatically?
- No, you will receive zero points for not having FESG grant experience.
12. Does the "Chronically Homeless" definition, include families?
- No. Please refer to the definition in the 2006 NOFA.
13. The instructions state that pages 15 through 35 should be submitted for each program submitted if the application covers more than one program. What if two programs are provided, i.e., emergency shelter and transitional housing and the same budget line items cover or are applicable to both programs?
- Each program should include pages 15 through 35. Submit separate budgets for each program. Allocate dollars and percentages corresponding to the time staff allots to each program and services.
14. What types of entities other than boards are considered policymaking bodies?
- The applicant must involve at least one homeless or formerly homeless person on the organization's board of directors, or an equivalent policymaking entity of the applicant, to the extent that such entity considers and makes policies and decisions regarding any project, supportive service, or assistance provided under the program. Refer to NOFA, page 16.
15. To meet the State Objective of serving the chronically homeless, may we partner with another agency who serves our population?
- Yes. Remember the targeted population must be chronically homeless, meet the definition; and the site where services are being offered must reside in an eligible city or county.

16. Can staff from outside agencies that provide services on-site, i.e., psychological, medical on a regular basis, be considered and counted as key staff? Furthermore, what if there are numerous volunteers that consistently change, could they be counted as key staff and if so, how would we include them?

- You may count any individuals who provide direct client services on a regular basis as key staff, but that means including duty statements/job descriptions for each key staff.
- For volunteers that meet the definition of “key staff” include a duty statement/job description for each. No credit is given for projected volunteers. The intent of collecting information on key staff, whether paid or volunteer, is to assess the current capabilities of the applicant organization.

17. On page 29 of the NOFA, if our organization is opening a new transitional shelter program, and we have not had prior transitional shelter outcomes, do we provide evaluation tools to be used to measure outcomes?

- Yes. You should describe the outcomes you plan for your new program, including the process and tools you plan on utilizing to measure and evaluate program outcomes. The more comprehensive your explanation the better.

18. Please explain local approval and local need.

- The Certification of Local Need, Attachment D of the FESG Application is required of all applicants, including units of local government. The certification rates the relative level on need in the county of the type of client housing requested to be funded by FESG.
- The Certification of Local Approval, Attachment C of the FESG Application is required of non-governmental unit applicants only. The certification requires the local jurisdiction, (city or county) to approve the operation of the program within their jurisdiction. If the program site is in an incorporated city, the approval would come from that city; and if the site is located in an unincorporated portion of the county, the approval would come from the County. REMEMBER, all program sites being funding with FESG funds must be within an eligible city or county.

19. How do I know what expenses go to budget activities?

- Refer to the “Federal Emergency Shelter Grant Expenses” found at the HCD webpage.

<http://www.hcd.ca.gov/fa/fesg/>

20. Are 1 and 2 year programs rated separately?

- No. Programs are only competitively rated by housing type.

21. For the purpose of calculating total bed capacity, is the number of beds doubled for 2-year grants?

- No.

22. Who signs the Certification of Local Approval if the program is located in an eligible city in an ineligible county?

- The eligible city would sign the certification as long as the services are provided in the eligible city. Refer to Attachment C of the Application.

23. Essential Services may include assistance in obtaining other federal, state, or local assistance. Does this apply to the client or the organization?

- It applies solely to the client.

24. Are indirect costs eligible costs for payment with FESG funds?

- No. FESG does not pay for indirect costs.

25. If we are submitting an application for two programs and we use some of our staff in both program sites, do I include the staff costs in both programs?

- Since you are submitting one application for two programs, you would be completing pages 15 through 35 for each program. See page 14 of the NOFA. "Key Staff" time and costs working in both programs would be prorated between each program. Duty Statements/Job resumes must accompany each staff position identified as "key staff" per HCD definition.

26. Are Domestic Violence Shelter required to show the site address on the FESG application?

- Yes. It is an eligibility and site control requirement. DV's have an option to include either the street address or the county assessor's parcel number (APN) of the address. Failure to include an address or APN will make your application ineligible due to incompleteness and lack of evidence of site control.

27. We are and have been recipients of CDBG (Community Development Block Grants) for many years, through various cities (City of Livermore, City of Dublin, City of Pleasanton). These are Federal Grants. We do administer them via the cities, however, we do not work directly with the Federal Government on them. We apply for the funds to the various cities listed, and they award funds to us based on various projects and programs. Should question #6, page 30 be answered "yes" or "no"?

- You would answer "Yes", since your organization is administering the federal housing grant directly via a city. This is much the same as a grantee administering one of our FESG grants from HCD.

28. What guidelines, if any, do you provide to ensure evidence of site control for Voucher Programs, and Rotating Shelters?

- A written agreement between the grantee organization and the shelter provider must be signed by the authorized grantee person and the shelter provider.
- The written “Agreement to Provide Shelter Beds” shall include:
 - a. Name of the facility and address.
 - b. Number of beds and rooms available for use.
 - c. Dates the beds and rooms will be available for use. Example: October 1, 2006 through September 30, 2007.
 - d. Rate to be charged per bed/room. If no rent is charged, the rate indicated shall be “zero dollars”.
 - e. If vouchers are being used, the agreement must have a statement indicating the vouchers from the grantee would be acceptable as rent.
 - f. If vouchers are being used, the agreement must have a statement indicating how the shelter provider collects on the voucher value from the grantee. Example: “The Dew Drop Inn shall remit for payment all vouchers received on a monthly basis to the grantee and shall be paid in full by the 10th of each month.” If no rent is charged, then (e) and (f) do not apply.
- FESG applicants shall provide a calendar showing the names of the shelter providers and bed count for each day of the FESG grant term. IF an FESG applicant has rotating shelters providing year-round shelter; and some rotating shelters only providing winter/summer seasonal shelter, then each program site (emergency rotating shelter; and winter/summer seasonal shelter) would be noted in the application, and pages 15 through 35 shall be submitted for each program.

29. Can an eligible organization request a grant to perform major rehab on leased property?

- Yes. However, the term of the lease must be for a term of 15 years-(5 years base, plus 10 additional years).